

## Teachers and Instructors (School Level Program Approval Report)

Log into DEP (see Getting Started instructions) and click on Enter School Data (on the right).

Click on the Edit button in the Action column to the right of your school.

DEP: School Data Entry - Windows Internet Explorer provided by Virginia IT Partnership

https://t1pe.doe.virginia.gov/dep/data\_entry.do?dowhat=loadDivSchoolDataEntry

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VIRGINIA DEPARTMENT OF EDUCATION

SSWS Menu >> DEP Home >> School Data Entry

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### School Data Entry

Below is the list of schools in the division with Driver Education programs along with the status of the data submission for each. Clicking the Edit link in a school's row will open the data entry page(s) for that school. All must have a status of "Complete" before the division can send the data to the DOE.

Enter the required information on the two data entry pages and click the Submit button to complete the process for each listed school.

The list of schools may be sorted as required by clicking the column title for the data element desired. Clicking to title once will sort the list on that item in ascending order, clicking it again will sort the list in descending order.

↑ indicates column is sortable

High School Name ↑	Student receiving in-car instruction during regular school year 2011-2012 ↑	Teachers ↑	Instructors ↑	Data Entry Status ↑	Action
Appalachia High	0	0	0	Not Started	<a href="#">Edit</a>
Central High	0	0	0	Not Started	<a href="#">Edit</a>
Eastside High	0	0	0	Not Started	<a href="#">Edit</a>
Pound High	0	0	0	Not Started	<a href="#">Edit</a>
St. Paul High	0	0	0	Not Started	<a href="#">Edit</a>
Union High	0	0	0	Not Started	<a href="#">Edit</a>
Wise County Career-Technical Center	0	0	0	Not Started	<a href="#">Edit</a>

[Enter School Data](#)  
[Enter Division Data](#)  
[Submit Data to DOE](#)  
[Administration](#)  
[Reports](#)

TEST  
User Information  
Marie Williams  
marie.williams  
Dept. of Education  
Staff

Wise County (096)

VDOE Application Contact  
Vanessa Wigand  
(804) 225-3300  
[E-Mail](#)

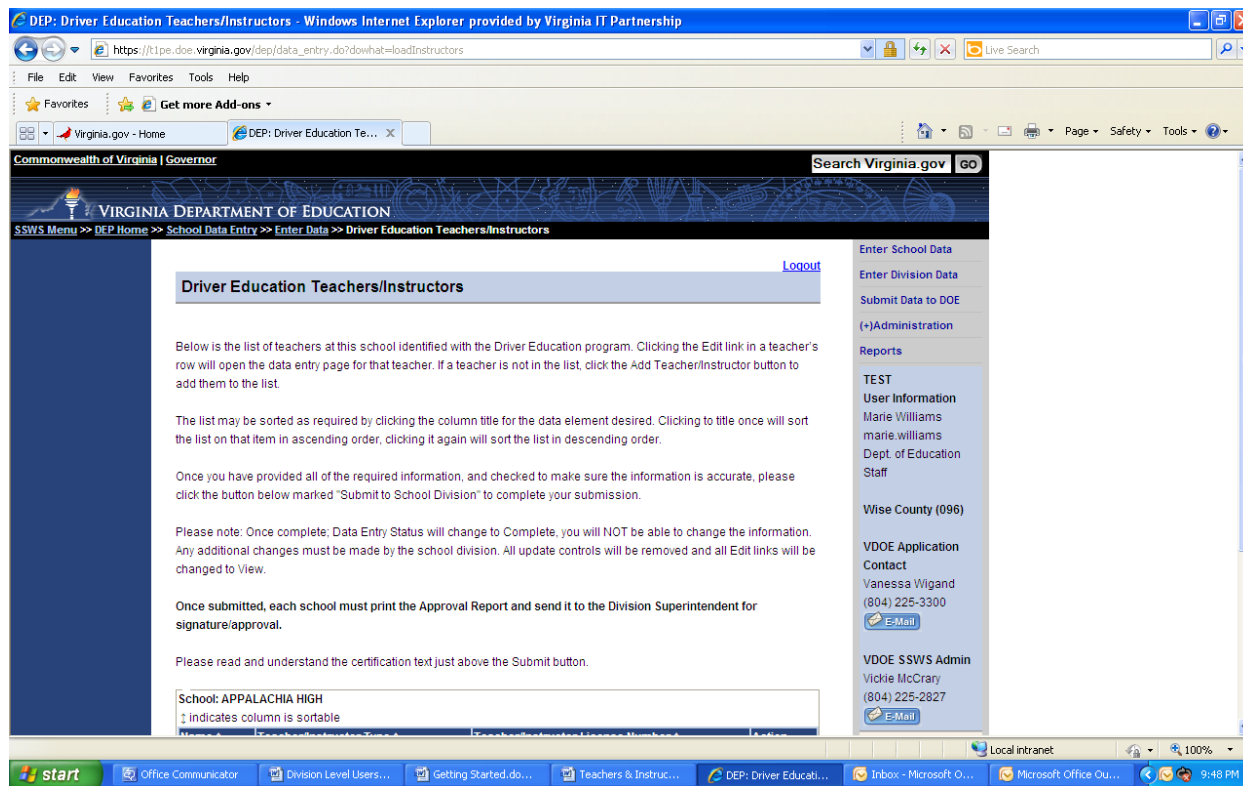
VDOE SSWS Admin  
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https://t1pe.doe.virginia.gov/dep/data\_entry.do?dowhat=loadDivSchoolDataEntry

start Office Communicator Division Level Users... Getting Started.do... Teachers & Instruc... DEP: School Data E... Inbox - Microsoft O... Microsoft Office Ou... 9:41 PM

Click on the Edit button in the Action column to the right of the Driver Education Teachers/Instructors form.

The instructions are at the top of the page, and you will scroll down to the area with the buttons that will allow you to enter information and then submit the report.



If DEP has not been used to enter the Teachers/Instructors information before, the screen will appear as shown below. In future years, information you have entered the first year is carried forward and displayed the next year so it can be edited. (New teachers and instructors will be added; teachers and instructors no longer teaching will be deleted.)

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https://t1.pe.doe.virginia.gov/dep/data\_entry.do?dowhat=loadInstructors

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The list may be sorted as required by clicking the column title for the data element desired. Clicking to title once will sort the list on that item in ascending order, clicking it again will sort the list in descending order.

Once you have provided all of the required information, and checked to make sure the information is accurate, please click the button below marked "Submit to School Division" to complete your submission.

Please note: Once complete: Data Entry Status will change to Complete, you will NOT be able to change the information. Any additional changes must be made by the school division. All update controls will be removed and all Edit links will be changed to View.

Once submitted, each school must print the Approval Report and send it to the Division Superintendent for signature/approval.

Please read and understand the certification text just above the Submit button.

School: APPALACHIA HIGH  
↑ indicates column is sortable

Name ↑	Teacher/Instructor Type ↑	Teacher/Instructor License Number ↑	Action
No Data Available			

I certify that the proposed driver education program meets all the requirements for a state-approved program as specified by the Code of Virginia and the Curriculum and Administration Guide for Driver Education in Virginia. I understand that only teachers with a valid Virginia teaching license and an endorsement in driver education may deliver classroom and in-car instruction. Approved paraprofessionals may conduct in-car driver education instruction when supervised by properly-endorsed staff. I understand that students who receive instruction from a teacher without a driver education endorsement will not be eligible for a Virginia driver's license.

Add Teacher/Instructor Submit to School Division

Start of Page

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Dept. of Education  
Staff

Wise County (096)

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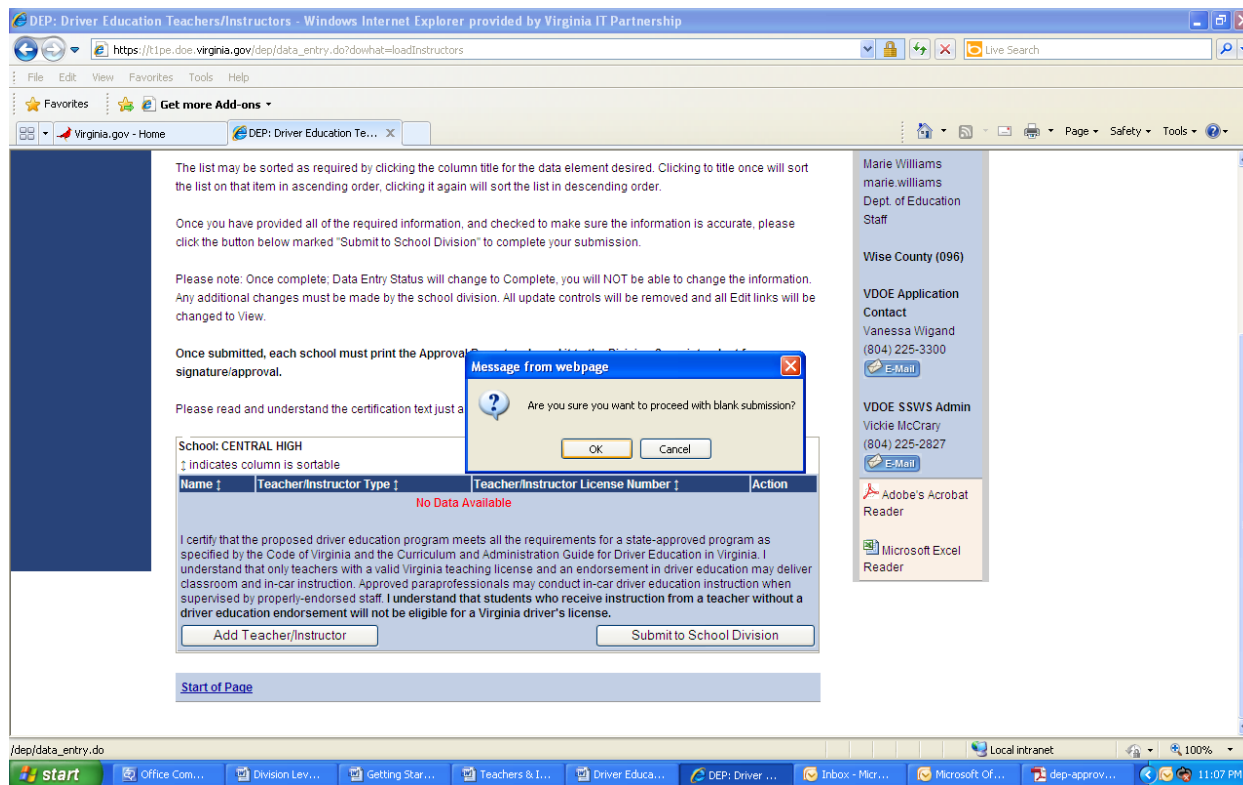
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Microsoft Excel  
Reader

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Do not submit a blank submission.



Click on the Add Teacher/Instructor button and enter one teacher or instructor at a time. Do not click the “Submit to School Division” button until you are sure all teachers and instructors have been entered. (Division level staff can make changes until they submit the Division Level Report to DOE. Then it is necessary to contact DOE to open the submission window.)

The top section of the report is shown below. You’ll need to scroll down to complete all the information that is required.

First select the type: teacher or paraprofessional. Names and driver license numbers are required for both. For teachers you must select the type of instruction they provide and then complete the information immediately below the Driver License number field. For paraprofessionals, “in-car only” is displayed and the information in the paraprofessionals area.

DEP: Add/Edit Teacher/Instructor - Windows Internet Explorer provided by Virginia IT Partnership

https://t1pe.doe.virginia.gov/dep/data\_entry.do?dowhat=addNewInstructor

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SSWS Menu >> DEP Home >> School Data Entry >> Enter Data >> Driver Education Teachers/Instructors >> Add/Edit Teacher/Instructor

Logout

### Teacher/Instructor Entry Form

This form has three sections with multiple entries per section. All three sections must be entered, and all data fields within each section with an asterisk must be completed.

Clicking the Save button will save all entries for this teacher/instructor. Save your work often.

School: APPALACHIA HIGH  
School Year: 2012-2013

Teacher/Instructor Information	
*Teacher/Instructor Type	None
*First Name	
Middle Name	
*Last Name	
Type of Instruction delivered (Selection required only if person is a teacher)	None
*Driver's license number	

Date & Location of Two Endorsement Courses (Teachers ONLY)

Enter School Data  
Enter Division Data  
Submit Data to DOE  
(+)Administration  
Reports

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Done

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DEP: Add/Edit Teacher/Instructor - Windows Internet Explorer provided by Virginia IT Partnership

https://t1pe.doe.virginia.gov/dep/data\_entry.do?dowhat=addNewInstructor

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SSWS Menu >> DEP Home >> School Data Entry >> Enter Data >> Driver Education Teachers/Instructors >> Add/Edit Teacher/Instructor

Logout

### Teacher/Instructor Entry Form

This form has three sections with multiple entries per section. All three sections must be entered, and all data fields within each section with an asterisk must be completed.

Clicking the Save button will save all entries for this teacher/instructor. Save your work often.

School: APPALACHIA HIGH  
School Year: 2012-2013

Teacher/Instructor Information	
*Teacher/Instructor Type	Teacher
*First Name	Ann
Middle Name	
*Last Name	Woodall
Type of Instruction delivered (Selection required only if person is a teacher)	Classroom and In car
*Driver's license number	

Date & Location of Two Endorsement Courses (Teachers ONLY)

Enter School Data  
Enter Division Data  
Submit Data to DOE  
(+)Administration  
Reports

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DEP: Add/Edit Teacher/In...

School Year : 2012-2013

**Teacher/Instructor Information**

\*Teacher/Instructor Type: Teacher

\*First Name: Ann

Middle Name:

\*Last Name: Woodall

Type of instruction delivered (Selection required only if person is a teacher): Classroom and in car

\*Driver's license number: 2968764530

**Date & Location of Two Endorsement Courses (Teachers ONLY)**

Date and college/university where teacher successfully completed the two driver education endorsement courses.

\*Endorsement Course 1: 5/10/2011 William and Mary Endorsement Course 1

255 characters maximum

\*Endorsement Course 2: 5/10/2011 William and Mary Endorsement Course 2

255 characters maximum

**Endorsement Coursework & Training Information (Paraprofessionals ONLY)**

Date and college/university where paraprofessional successfully completed the endorsement coursework and dates and hours of in-service training.

\*Endorsement Course 1:

Dept. of Education Staff

Wise County (096)

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VDOE SSWS Admin

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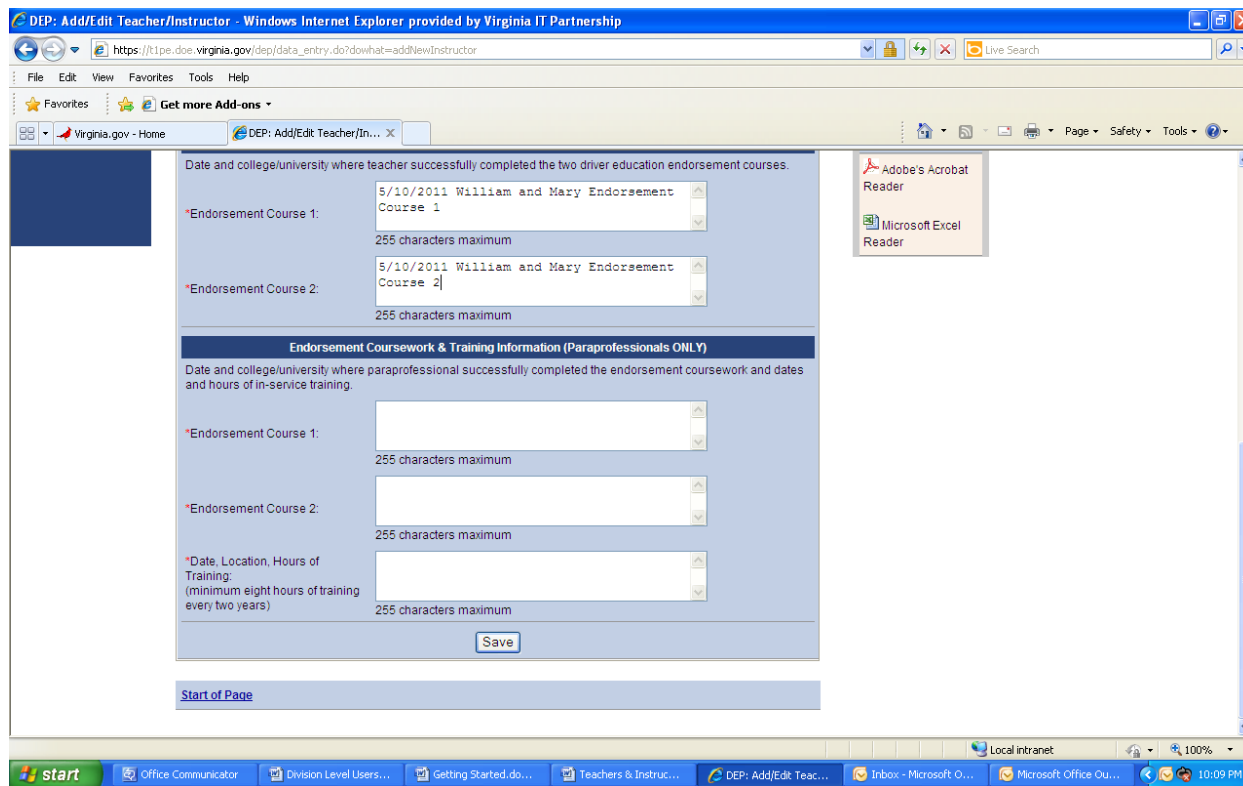
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If Teacher/Instructor Type selected is “Teacher,” you will not be able to enter information in the Paraprofessionals Only section. If the type is “paraprofessional,” you will not be able to enter information in the “Teachers ONLY area.”

**Scroll to the bottom of the page.**



Click the “Save” button. You’ll be brought back to the screen where you can enter additional teachers and instructors or submit the form. The top part of the screen shows that data has been saved successfully. Scroll down to the bottom section of the page.



DEP: Driver Education Teachers/Instructors - Windows Internet Explorer provided by Virginia IT Partnership

https://t1pe.doe.virginia.gov/dep/data\_entry.do?dowhat=saveInstructorDetails

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SSWS Menu >> DEP Home >> School Data Entry >> Enter Data >> Driver Education Teachers/Instructors

**Driver Education Teachers/Instructors** [Logout](#)

✓ **Data Saved successfully.**  
Below is the list of teachers at this school identified with the Driver Education program. Clicking the Edit link in a teacher's row will open the data entry page for that teacher. If a teacher is not in the list, click the Add Teacher/Instructor button to add them to the list.

The list may be sorted as required by clicking the column title for the data element desired. Clicking to title once will sort the list on that item in ascending order, clicking it again will sort the list in descending order.

Once you have provided all of the required information, and checked to make sure the information is accurate, please click the button below marked "Submit to School Division" to complete your submission.

Please note: Once complete, Data Entry Status will change to Complete, you will NOT be able to change the information. Any additional changes must be made by the school division. All update controls will be removed and all Edit links will be changed to View.

Once submitted, each school must print the Approval Report and send it to the Division Superintendent for signature/approval.

Please read and understand the certification text just above the Submit button.

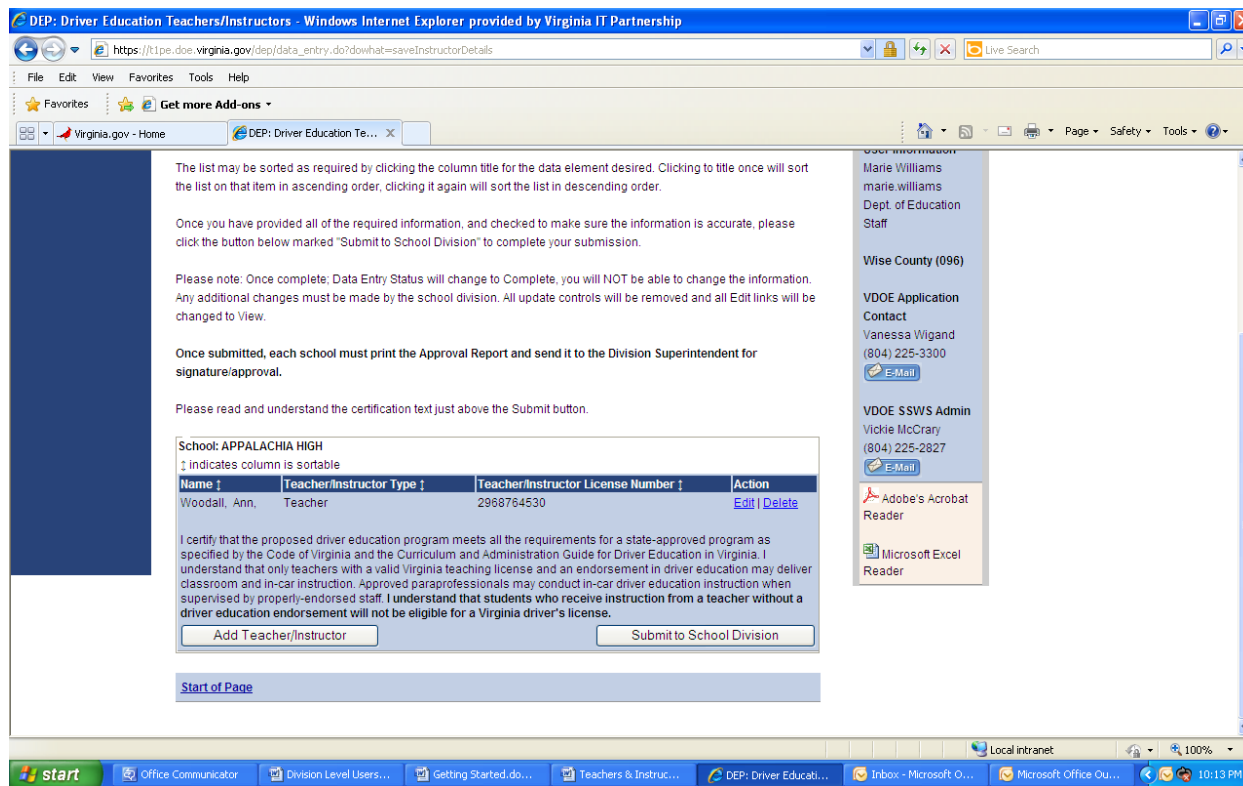
School: APPALACHIA HIGH  
↑ indicates column is sortable

Name ↑	Teacher/Instructor Type ↑	Teacher/Instructor License Number ↑	Action
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Enter School Data  
Enter Division Data  
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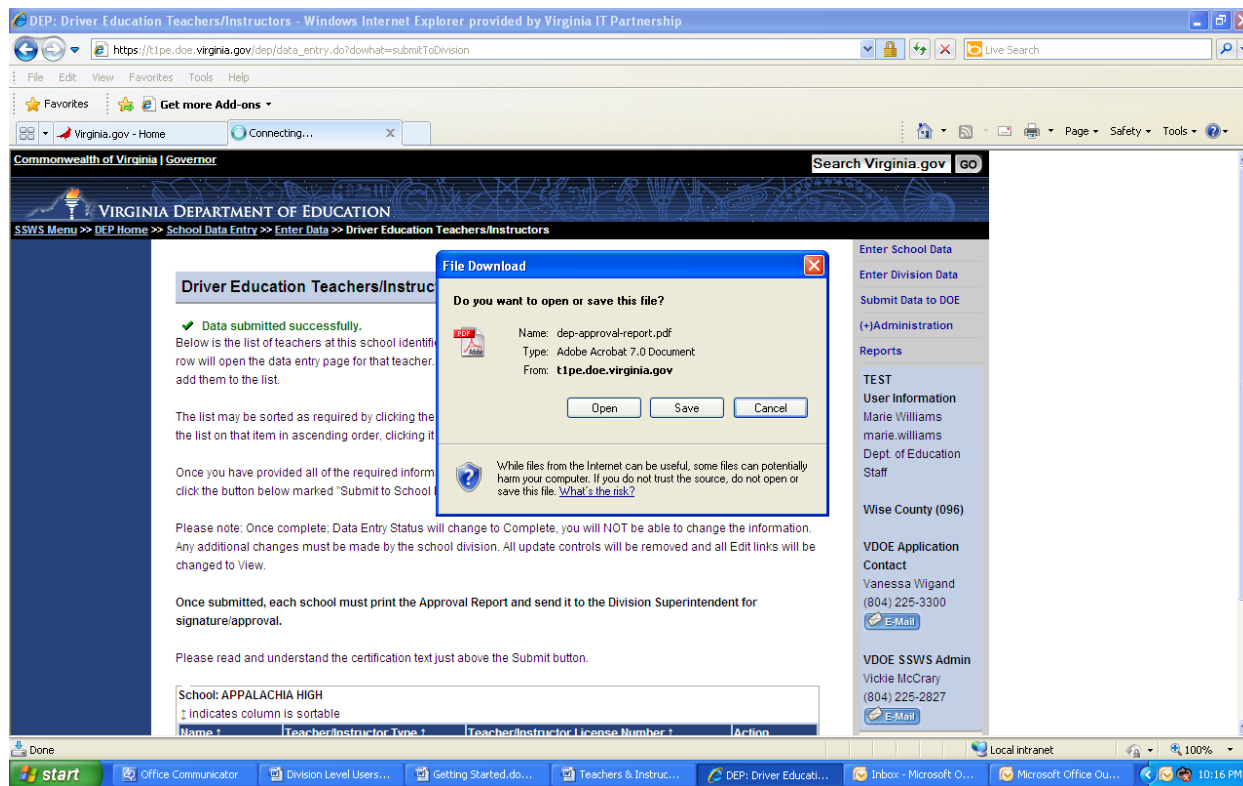


The information you entered is displayed on the list above the buttons and certification statement.

Continue adding teachers and instructors until all are displayed correctly (see above).

Then click "Submit to School Division."

The screen will show that the data has been submitted successfully, and ask you to open or save the report which must be printed, signed by the principal, signed by the division superintendent, and mailed to DOE by September 30.



If you click open, the report appears with all the information you have entered.

DEP: Driver Education Teachers/Instructors - Windows Internet Explorer provided by Virginia IT Partnership

dep-approval-report[1].pdf - Adobe Reader

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Comment

Page Safety Tools

### Virginia Department of Education

2012-2013 APPLICATION FOR DRIVER EDUCATION PROGRAM APPROVAL

Division: Wise County Public Schools School: Appalachia High

Phone: (276) 565-0214 Fax:

List of classroom and in-car driver education teachers				
Mode of Instruction	Last	First	Middle	Driver's License Number
Classroom and In-car	Woodall	Ann		2968764530

Date & Location of Endorsement Courses

5/10/2011 William and Mary Endorsement Course 1  
5/10/2011 William and Mary Endorsement Course 2

*I certify the proposed driver education program meets all requirements for a state-approved program as specified by the Code of Virginia, Board of Education regulations, and the Curriculum and Administrative Guide for Driver Education in Virginia. I understand that only teachers with a valid Virginia teaching license and an endorsement in driver education that are included on this form may deliver classroom and in-car instruction at this school. Approved paraprofessionals may conduct in-car driver education instruction when supervised by properly-endorsed staff.*

**I understand that students who receive instruction from a teacher without proper endorsement will not be eligible for a Virginia driver's license.**

Principal/Headmaster Signature \_\_\_\_\_ Date \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Please sign and send this form to your division Superintendent for signature.**

Division Superintendent or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fax or mail the signed copy of this form to your school division superintendent for approval. The teachers' driver's license information on this form will be shared with the Virginia Department of Motor Vehicles.

Sep 06, 2012 10:15 PM Page 1 of 1

Done

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Ensure it is correct. Notify the division level contact if the form must be corrected. Otherwise, print the report and follow the instructions on the form. You can close the report on the screen by clicking on the x in the top right.

If you are working at the division level, the screen will appear as shown on the next page. Otherwise, both buttons will be grayed out.

Log out or click on "Enter School Data" if you need to complete another report.

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https://l1pe.doe.virginia.gov/dep/data\_entry.do?dowhat=submitToDivision

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SSWS Menu >> DEP Home >> School Data Entry >> Enter Data >> Driver Education Teachers/Instructors

[Logout](#)

### Driver Education Teachers/Instructors

✓ Data submitted successfully.

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Please read and understand the certification text just above the Submit button.

School: APPALACHIA HIGH  
↑ indicates column is sortable

Name ↑	Teacher/Instructor Type ↑	Teacher/Instructor License Number ↑	Action
Woodall, Ann,	Teacher	2968764530	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add Teacher/Instructor](#) [Submit to School Division](#)

Enter School Data  
Enter Division Data  
Submit Data to DOE  
(+)Administration  
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If you fail print the report immediately after you submit it, click on the Reports button to see the list of reports available to you. The Driver Education Program Approval report will be on your list.